



**NEWBERG PUBLIC LIBRARY ADVISORY BOARD  
MINUTES**

**June 24, 2021 7:00 P.M.**

**Meeting Held Electronically Due to COVID-19 Pandemic**

- 1. CALL MEETING TO ORDER** at 7:01 p.m. by Chair, Suzanne Meenahan
- 2. ROLL CALL via Zoom Conference**  
Board Members: Suzanne Meenahan, Chair; Rebecka Ratcliffe, Vice Chair and Liaison to Foundation;  
Kerrie De Ieso; Crystal Garcia; Tim O'Leary  
Library Director: Will Worthey  
Staff Note Taker: Audrey Smith
- 3. CONSENT CALENDAR**
  - a. Minutes for the May 20, 2021 meeting was accepted.
  - b. Library Use Report for May 2021 was accepted.  
Library Director stated that library foot traffic and registrations are trending up.
- 4. PUBLIC COMMENTS**  
None were lodged. Library Director stated that he received a call earlier in the week from a person who was displeased with the pride flag hanging from the library window.
- 5. BOARD COMMENTS**
  - a. **Current Library Narratives.**  
Board members discussed the narratives and enjoyed reading them.
- 6. REPORTS**
  - a. **Second pop up vaccination clinic 163 served: Library Director.**  
Library Director reported that in addition to the individuals returning for their second vaccine shot, there were 163 more who received their first inoculation that day. Library Director stated that Providence medical staff told him another clinic event was not necessary at the library at this time. They further reported that their system could now direct people to various locations to get their second shot.
  - b. **Updates from Library Foundation.**  
Vice Chair Ratcliffe reported that there was no meeting this week and the Foundation has three proposals it is reviewing for the work of rebranding.
- 7. OLD BUSINESS**
  - a. **Over view of strategic plan progress: Library Director.**  
Library Director reported that the building envelope specialist from DECA visited last week and performed a drone flyover of the library building, as well as a high pressure water sprayer test at different heights to see where the water is coming in.  
  
He stated that the specialist verbally conveyed the following assessment: Water is coming in from a ceiling glass panel that is not level and has algae growth, water flows into cracks on its side and runs down the aluminum framing of the structure. This in turn causes water to collect in the internal condensation gutter and overflow, causing drips / runoff on the interior building walls. Library Director said DECA may need to cut a hole to look at the bolts of the building.

b. **Addition to next meeting agenda.**

Vice Chair Ratcliffe recommended adding an update of the Dundee Elementary School remodel progress to next month's agenda. This was agreed by the board.

**8. NEW BUSINESS**

a. **Election of Tim O'Leary for a full term (to 6/30/2025).**

Board Member De Ieso motioned to nominate Tim O'Leary for a full term on the Library Advisory Board and Board Member Garcia second the motion. All board members voted in favor and Board Member O'Leary graciously accepted.

b. **Selection of chair and vice chair for next financial year.**

Vice Chair Ratcliffe motioned to nominate Tim O'Leary to the chair position of the Library Advisory Board and Chair Meenahan second the motion. All board members voted in favor and Board Member O'Leary graciously accepted.

Board Member De Ieso motioned to nominate Vice Chair Ratcliffe for another year in the vice chair position on the Library Advisory Board and Board Member O'Leary second the motion. All board members voted in favor and Vice Chair Ratcliffe graciously accepted.

c. **New logo designs coming soon folding into the city color palate.**

Library Director reported that the City of Newberg's communications officer, Lacey Dykgraaf, has been pursuing an update to the city's style guide / color palette and the current library logo will need to be redesigned to comply with the new standards. Library Director stated that he will present the redesign samples to the Board for review when they are ready.

**9. CLOSING QUESTIONS/COMMENTS**

- a. Chair Meenahan agreed to notify volunteer Drew Harrison of updates to the Newberg Graphic digitization project.
- b. Vice Chair Ratcliffe asked if there was progress regarding the student commissioner position. Library Director stated that interviews will be conducted this coming week.

**10. NEXT MEETING/STEPS**

- a. **Library Advisory Board:** July 15, 2021, 7p.m.
- b. **Should we meet in August:** Chair Meenahan motioned to cancel the meeting in August. Vice Chair Ratcliffe second the motion and all board members voted in favor of the decision.

**11. ADJOURNMENT**

The Library Board adjourned at 7:43 p.m.

Submitted: Will Worthey, Board Secretary / Library Director